## CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:	PW519
Classification Specification: _	PUBLIC WORKS DIRECTOR
Salary Range:	Executive Level 2 - Management Benefit Level A
Position Description:	Public Works Director
Incumbent:	
Location:	Public Works - Engineering

#### **GENERAL PURPOSE:**

Under the direction of the Mayor and the Chief Administrative Officer (CAO), direct, plan, organize and evaluate the operations and activities of the Public Works Department. Incumbent develops and implements departmental policies and procedures; plans and ensures accomplishment of short- and long-range strategic programs and initiatives to meet the public's current and future needs; coordinates departmental activities with other city departments and private or civic organizations; serves as consultant and technical advisor to elected officials, the Mayor, the CAO, city management and employees on a variety of matters related to civil engineering, operations and maintenance; and hires and supervises the employees of the department.

This executive level position works has total responsibility for the work and the employees of the Public Works Department. Work may be reviewed for fulfillment of organizational objectives, effective/advice and influence of the overall programs in area of responsibility, and the contribution to meeting the community's needs.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan, organize, direct and evaluate the City's Public Works functions; oversee all engineering functions and disciplines including design, construction, surveying, environmental, transportation, development, and maintenance and operations including street maintenance and operation, fleet services, water utility, sewer and storm utilities, traffic control and street lighting, and solid waste and recycling services.

Direct the development of capital improvement plans for all Public Works infrastructure and the subsequent construction of Public Works projects; oversee the review and approval of plans for private developments; inspect construction of public facilities by private developers.

Oversee, regulate and protect the city's system of wet lands, lakes, streams and rivers and all environmental programs associated with each system.

Assure a staff capable of providing services to maintain all department operations by providing managerial leadership, motivation and supervision to subordinates; hire, provide professional training and development, evaluate performance, discipline and terminate staff; offers technical assistance to staff on more complex problems; oversees departmental personnel practices.

Direct the planning, preparation and control of department budgets, including operating and capital improvement budgets.

Manage assigned operations to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments; reviews progress, and directs changes as needed.

Assure the effective development and execution of all public works construction projects for streets, water, sewer, drainage, street lighting, and traffic control systems by managing contract work on City projects; direct the inspection of underground utilities, side sewers, water service installations and other department and contract work; ensure compliance, recommend change orders, authorize progress payments, and recommend final acceptance of construction projects.

Develop and implement policies, procedures, standards and measurements of performance, and organization for efficient and effective operation of the department; assure compliance with established policies and procedures and accomplishment of performance goals/criteria.

Provide input and direction regarding Public Works requirements and standards in relations to new development activity; review and approve utility design plans for private development; oversee research and compilation of related data to make recommendations.

Develop recommendations regarding rates and charges for City services including water, sewer, storm drainage, transportation, street lighting, fleet services, and all related engineering services and permits.

Oversee the collection of and evaluation of all bid proposals, price quotations and contractual service contracts; supervises the purchase of supplies and equipment; negotiate, draft and administer all contractual agreements.

Assure quality and efficient department operations by providing planning leadership and direction, and developing short and long range plans, projects and designs which include transportation, street lighting, traffic control, water supply, Local Improvement Districts, street system maintenance and operations, storm drainage systems, sanitary sewer systems and hazardous waste disposal; gather, interpret and prepare data for studies, reports and recommendations; coordinate department programs with other City departments and governmental agencies.

Supervise the preparation of all documents relative to formation and implementation of Local Improvement Districts; oversee the scheduling, preparation of preliminary and final

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assessment rolls, cost estimates, assessment methods, hearings, and construction management.

Present departmental issues and recommendations requiring policy direction to the Chief Administrative Officer.

Confer with representatives of various City organizations, agencies and Government agencies to coordinate efforts, resolve issues and exchange information.

Communicate with, respond to and resolve complaints, conflicts, concerns and questions from citizens, contractors, customers, developers and public and private agencies regarding department services, activities and programs.

Perform any and all special assignments as directed by the Chief Administrative Officer, Mayor, or Council.

Become familiar with, follow, and actively support the City's vision, mission, values and adopted behaviors.

#### PERIPHERAL DUTIES:

May serve as acting Chief Administrative Officer in the CAO's absence as assigned.

Perform related duties as assigned.

#### KNOWLEDGE, SKILLS AND ABILITIES:

## KNOWLEDGE OF:

- Current trends, principles and practices of Civil Engineering
- Municipal Public Works Administration
- Municipal budget preparation and administration techniques
- Grant and aid programs related to Public Works
- Methods, equipment and materials used in Civil Engineering projects
- Modern office equipment and procedures including use of a personal computer and applicable software
- Oral and written communications
- Interpersonal skills using tact, patience and courtesy
- Modern management and supervisory theories, principles and practices
- Applicable federal, state and local laws, codes, regulations and ordinances
- Technical aspects of field of specialty
- Modern research methods
- Municipal organization structure, policies, procedures, practices and objectives

#### SKILLED IN:

- Communicating orally and in writing
- Using interpersonal skills with tact, patience and courtesy
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Maintaining records and preparing reports

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Preparing and delivering oral presentations to diverse groups

#### **ABILITY TO:**

- Set and achieve departmental goals
- Manage, supervise and motivate assigned employees
- Plan, organize and coordinate the work of engineering and operations personnel
- Analyze and review plans, estimates and contracts
- Develop and administer budgets
- Review and monitor the preparation of plans and specifications in the construction of Public works Engineering projects
- · Communicate effectively both orally and in writing
- Prepare and deliver oral presentations
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations and adopt an effective course of action
- Organize and schedule work to meet timelines
- Effectively resolve conflicts, grievances, and personnel issues
- Work independently under general managerial parameters or guidelines

# EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in Civil Engineering or related field; and

Experience: Seven (7) years of increasingly responsible Public Works engineering design and

construction experience including a minimum of five (5) years of management

experience.

Or: In place of the above requirements, the incumbent may possess any combination

of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities

listed above.

# LICENSES AND OTHER REQUIREMENTS:

- State of Washington Professional Engineer (Civil) license preferred
- Valid Washington State driver's license
- Must successfully pass the city's pre-employment records check and maintain an excellent driving record

## MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to, personal computer, telephone, fax and copy machine, calculator, projector and typewriter.

May also be required to operate a City vehicle to drive from site to site.

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## PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle and feel; talk; and hear. The employee is frequently required to lift and or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel; and reach with hands and arms.

Specific vision abilities required by the job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

#### WORKING CONDITIONS:

Work is performed in an office environment and an outdoor field environment. The noise level in the work environment is usually moderate in the office and loud in the field. May be exposed to individuals who are irate or hostile. While performing work, incumbent is subject to driving to various locations to inspect or review construction projects; is subject to frequent interruptions by the city officials, the public, employees, telephone calls and inter-office activities; may be subject to long hours due to the attendance at City Council and other Committee meetings and other responsibilities at this executive level.

SIGNATURES:	:				
Incumbent's S	Signature	Date	Supervisor's Signature	Date	
Approval:					
Department D	Director/Designee	Date	Employee Services Director	Date	
**Note:	Note: This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, duties of this position are changed significantly				

Revised: 2/19/07 AH